

SECRETARY TO COUNTY ATTORNEY

W-059
Exempt
JG VIII
DJW/a

DISTINGUISHING FEATURES OF THE CLASS:

Serves as personal secretary to the County Attorney, performing legal clerical work. Under general direction, this position is responsible for the independent performance of complex clerical assignments. An incumbent is responsible to relieve the County Attorney of a considerable amount of administrative detail and to relieve him of contacts which should be properly made with subordinate personnel. The work requires exercise of independent judgment in giving out information regarding departmental policies and practices in addition to performing legal stenographic duties for the County Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes difficult legal dictation and transcribes the notes;
Types proofs and legal opinions for all certificates, sales, and bond issues;
Types appeals, briefs, motions and other pleadings to courts when required and other miscellaneous legal documents including, but not limited to releases, assignment agreements, condemnation proceedings, final orders, assignment of leases, closing statements;
Compiles and prepares statistics for the Annual Report of the Department of Law and does the research in connection therewith;
Makes and schedules appointments;
Prepares and maintains complex and confidential files;
Handles correspondence independently or from brief oral or written notes;
Furnishes information to inquiries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of shorthand and typing;
Good knowledge of legal terminology;
Good knowledge of secretarial skills, including business arithmetic;
Ability to take difficult legal dictation at not less than 100 words per minute and transcribe the notes on a typewriter at not less than 30 words per minute;
Ability to type legal decisions and opinions;
Ability to carry out complex oral and written directions;
Ability to size up people and situations and adopt an effective course of action;
Ability to work well under pressure and handle multiple tasks with limited supervision;
Accuracy;
Resourcefulness;
Initiative,
Tact;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) years of stenographic and secretarial experience, two (2) years of which must have been legal stenography or a satisfactory equivalent combination of the foregoing experience and training which must have included the two (2) years of legal stenographic experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.